



Federal Emergency Management Agency

Washington, D.C. 20472

March 30, 2001

Dear Assistance to Firefighters Grant Applicant:

Thank you for your interest in the Federal Emergency Management Agency's (FEMA) new Assistance to Firefighters Grant Program. Enclosed is an application package that consists of:

- 1) Program Guidance describing the eligible categories.
- 2) Grant application forms and instructions to complete.
- 3) General and category specific questions to answer.
- 4) Sample set of FEMA grant award articles for your information.
- 5) A checklist of the items that must be completed in order for you to submit an eligible application.

As you may know, in its 2001 appropriation (Public Law 106-398), Congress gave FEMA the authority to carry out an initiative to provide assistance to firefighters. This assistance will be awarded directly to local fire departments on a competitive basis. The evaluation of the applications will be based on a department's demonstrated financial need for, and benefit to be derived from, the grant funds.

Each applicant will be required to answer a series of general questions, which are included in the application package. One of the questions involves the various categories of assistance available under this grant program, specifically, "What categories of assistance are you applying for with this application and how much funding are you seeking?" You may apply for ***no more than two*** of the six eligible categories (i.e., training, wellness/fitness, vehicles, firefighting equipment, personal protective equipment, or fire prevention programs).

Once you've established which categories of assistance you wish to apply for, you must answer the category-specific questions that are also included in this application package. In addition to the category-specific questions, you must provide additional supporting justification in the form of a program narrative and a budget for each category of assistance you select. The FEMA Form 20-20, listed above, will accommodate both budgets, if necessary. (There is a \$750,000 limit in Federal funds that may be awarded this year to any applicant.) The program narrative should include a project description (including an explanation of any major budgetary expenses), a statement or information that demonstrates your department's financial need for the assistance, and a brief analysis

of benefits to be derived from the funds. This narrative should be double spaced and not exceed five (5) pages.

Applicants may seek clarification in formulating their cost-benefit statements or any other justifications required by this program by contacting our Grant Program Technical Assistance Center at 866-274-0960; faxing your request to us at 866-274-0942; or emailing your request to USFAGRANTS@fema.gov. We will also place useful information concerning application requirements in the FAQs and Program Description on the FEMA/USFA websites.

When you send us your application, please be sure that your cover letter or transmittal includes a fax number (including area code, if applicable) and/or your email address (if applicable) in the event we need to contact you concerning your application. Your completed application must include a cover letter, on department letterhead, and consist of the original and two complete copies of the original. Your application should include all of the following:

- 1) A ***signed*** Standard Form 424, Request for Federal Assistance, which includes your Employer Identification Number.
- 2) FEMA Form 20-20, Budget Information – Nonconstruction Programs.
- 3) Program Narrative and Responses to FEMA questions for each category. The program narrative must be double spaced.
- 4) The signed FEMA Form 20-16 (Summary Sheet for Assurances and Certifications) along with the 20-16A and the 20-16C; and
- 5) Standard Form LLL, Disclosure of Lobbying Activities, if applicable.

You are advised that applications that are deficient with respect to any of these elements will not be processed. You are also advised that neither your application nor the forms that comprise the application package commits the Government to enter into a grant or to pay any cost incurred in the preparation of an application.

Your completed application must be received on or before close of business May 2, 2001. **No applications will be accepted if received after close of business on May 2nd. Close of business is 5:00pm, EDT.** Send your applications to the following address:

Federal Emergency Management Agency
USFA Grant Program Technical Assistance Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

Note: Please include all nine digits of the zip code! You should include a nine digit zip code in any field requiring a zip code.

If you have any questions or need further information, please feel free to call our Grant Program Technical Assistance Center at 866-274-0960 or email at USFAGRANTS@fema.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "RM Goodman". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Richard Goodman, Director
Grants and Acquisitions Support Division

Enclosures